

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Abuja, Nigeria	2. AGENCY HHS/CDC Nigeria	3a. POSITION NO. A96124
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☒ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) _____ (Grade)

☒ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Senior Public Health Specialist (Surveillance and Information Systems)	FSN-11	su	5/4/2016
b. Other				
c. Proposed by Initiating Office CDC Nigeria				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE VACANT
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8. MISSION American Embassy Abuja	b. Second Subdivision
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a. First Subdivision Department of Health and Human Services US Centers for Disease Control and Prevention (CDC) Nigeria	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
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_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

This position is responsible for activities related to the implementation of Global Health Security Agenda (GHSA), specifically for core technical areas that are deemed priority for the CDC-Nigeria Office and Government of Nigeria. The Public Health Specialist (Surveillance and Information Systems) is the emerging disease surveillance and information systems portfolio manager. Job holder is the Epidemiologist responsible for providing technical expertise and assistance to the Ministry of Health (MOH) and other participating partners in the design, implementation and strengthening of routine disease surveillance and information systems and the conduct of large, complex surveys designed to measure reportable infectious diseases and other indicators of importance to evaluating the impact of disease control programs. Job holder reports directly to the Program Director for Global Health Security/Global Health Protection or other official in charge of GHSA and plays an active leadership role in Technical Working Groups (TWG). The incumbent will interface with all levels of NGO and cooperative partners, universities and medical personnel for the purpose of developing and maintaining highly functional health information and surveillance systems in Nigeria. Incumbent works closely with Administrative support staff to

manage cooperative agreements and provide technical guidance to implementing partners.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

I. Program Management and Technical Assistance (70%)

Job holder serves as the agency's authority and primary point of contact for information related to design, partners, timelines, funding, and results of surveys, and works with the GHS team to develop plans for new surveys to meet the strategic information needs of the country and the USG. Incumbent is responsible for working with GHS surveillance laboratory and emergency management colleagues in particular, to ensure that programs are working together to complement support and capacity building.

Job holder provides support for capacity building within the MOH and other partners to improve outbreak data collection, analysis, interpretation and integration into the national response. Job holder closely tracks health surveys of interest that are conducted by other public health entities. The incumbent works closely with agency staff across other emerging diseases technical program areas to make sure that data generated by USG-supported surveys and by the MOH surveillance systems provides targeted information that can be used to support program planning, policy development, advocacy, and impact evaluation. Job holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, and/or Annual Program Statement for implementing partner Cooperative Agreements. Job holder reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration. Job holder works with GHS colleagues and partners to call attention to activities where the development and/or strengthening of appropriate data management systems that monitor health objectives and indicators for infectious disease prevention and other emerging disease programs is needed.

Job holder works closely with partners, scheduling site visits and meetings with representatives of each collaborating partner organization on a regular basis to ensure program results are achieved and all surveillance programmatic activities pass through ethical review with the appropriate agency authority. Job holder either provides or arranges for informational briefings and practical training for various target audiences (e.g., Ministry public health officials, local public health personnel, doctors, nurses) on how to conduct surveys, monitor and evaluate (M&E) public health programs, use M&E data, and report progress to key stakeholders. Job holder responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on surveillance strategies for Ebola-related and other emerging disease programs.

Job holder provides technical support to epidemiologists and other health professionals on the use of information systems to collect, process, and manage data. Job holder collaborates on the development of standards and policies for national reporting of public health program activities, including designing and implementing methods for improving data quality, completeness, accuracy and timeliness. Job holder documents data collection protocols, database architecture, data workflow, and query and analysis techniques for specific data sets or data uses, detailing data quality issues and recommendations for improvement. Job holder recommends to supervisor and agency leadership shifts in program operations and other actions designed to improve accuracy of data. Activities may include gathering business and functional requirements to develop and improve analytical tools such as statistical software used by CDC and partner organizations for the analysis of public health surveillance data, public health monitoring, program management and other scientific or program analytical requirements.

Job holder analyzes collected data related to overall surveillance services, summarizes and reports the findings of operational research to be used for reports of record, proposals, publications, and for presentations at national and international meetings. Job holder prepares regular and ad hoc progress reports to chief of section and/or supervisor on surveillance partner activities.

Job holder is a senior advisor to agency leadership in developing specific agency program goals and objectives for initiatives designed to strengthen in-country surveillance and information systems. This includes collaboration on surveillance strengthening and capacity building initiatives proposed in the country operational plans, annual work plans, and regular progress reports related to surveillance and information systems activities. Incumbent prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the USG, HHS and the agency's public health program in Nigeria.

II. Interagency Coordination (15%)

The incumbent plays an active leadership role in the Mission's GHS Agenda Working Groups. In this role job holder collaborates in providing and interpreting emerging disease survey and surveillance data. The incumbent will make sure that surveillance and information systems are meeting the needs of the national response efforts and that agency activities are consistent with agency overall program priorities. The incumbent will provide technical, programmatic and budgetary

guidance to partners, organize partner conferences and workshops and respond to agency requests and tasks.

Job holder represents CDC/Nigeria at other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties.

Job holder represents the agency in discussing and developing financial commitment targets for programs at administrative and strategic planning meetings. This includes all USG implementing agencies (Departments of State, Defense, Labor, Commerce, and Health - including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services administration, Food and Drug Administration - USAID and Peace Corps).

Job holder serves on inter-agency working groups and projects, often taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, called technical evaluation groups, special infectious disease surveys and taskings, etc.

III. Administrative Management (10%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to surveillance and information systems implementing partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, ensuring quarterly pipeline reviews/budget status reports are completed, following up on irregular findings, providing advice for realignment of budgets, accruals.

Job holder maintains files and records in the surveillance data collection specific to the activities/programs for which incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to an outbreak (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically for recordkeeping purposes.

Job holder participates in making arrangements for visits and serve as spokesperson as required. Serves as control for site visits for agency and inter-agency senior-level officials.

Monitors and reviews the results achieved by information systems and surveillance-specific implementing partners.

15. QUALIFICATIONS

REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Master of Public Health (MPH), Master of Science Public Health (MSHP) Degree or host country equivalent in public health, medicine, public health policy, epidemiology, demography, or behavioral science is required.

b. Prior Work Experience

Five years of mid- to senior-level public health experience in the management and development of epidemiological surveillance and/or large scale surveys of disease prevention, treatment, or care programs are required.

c. Post Entry Training

Attendance at ongoing professional seminars focusing on changing public health surveillance and survey standards, protocols, monitoring and program assessment/evaluation systems is required. Agency-specific training in approaches to program design, implementation and reporting is required. Agency-specific leadership development training and Project Management of grants/cooperative agreements training are required.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV English (fluency in both written and oral) is required.

e. Knowledge

Job holder is required to have detailed knowledge of research methods and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, direct the implementation of and strengthen procedures for collection, analysis and dissemination of emerging disease epidemiological data. This includes knowledge of the principles, theories and practices of USG and internationally recognized standards for surveillance and survey regulations and procedures. Detailed knowledge of the host government health care system and structures including familiarity with Ministry of Health policies, program priorities and regulations is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall

administrative requirements in development and support of grants, contracts, memoranda of understanding and cooperative agreements is required.

Good working knowledge of overall administrative requirements in development and support of grants, contracts, memoranda of understanding and cooperative agreements is required.

Job holder must have extensive knowledge of the development of program goals and objectives, the sequence and timing of key program events and milestones, knowledge of the development and implementation of capacity and program assessments, and methods of evaluating program accomplishments, working knowledge of administrative, budgetary, procurement, and travel issues related to government purchasing and funding guidelines.

Must have extensive knowledge of global public health activities and strategies.

f. Skills and Abilities

Excellent overall computer skills (keyboarding with both speed and accuracy) and advanced skill levels in use of at least one of the more common epidemiologic data analysis software (EPINFO, STATA, SAS, or SPSS) is required. Excellent numerical skills for manipulating and reporting statistical data is required.

16. POSITION ELEMENTS

a. Supervision Received

Directly supervised by the Associate Director for Global Health Security

b. Supervision Exercised:

Position has no direct supervisory responsibilities but as the senior technical expert provides work guidance to 2-20 employees, TDYers or Public Health Fellows and has a results-oriented working relationship with 2-8 implementing/cooperating partners, contractor officials, and/or host country partners.

c. Available Guidelines

Generally accepted disease prevention and detection international medical and ethical standards. Agency strategic objectives and operating provisions, UNMEER and WHO surveillance and survey guidance and standards. Agency mission statements and operational plans, U.S. Government (including agency and mission) and Ministry of Health rules, regulations, policies and technical papers issued both in writing and orally.

d. Exercise of Judgment

Job holder is expected to make independent and professional judgments on the quality and effectiveness methods and techniques used in implementing, analyzing and evaluating results of program activities and operational research projects and to develop strategies for eliciting cooperation and commitment for survey and other surveillance activities from implementing partners, senior level staff of other agencies and the Ministry of Health.

e. Authority to Make Commitments

Position has no authority to make financial commitments; however, in the course of program management responsibilities position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Job holder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

f. Nature, Level and Purpose of Contacts

Frequent contact at all levels within the U.S. Mission include developing and continuing liaison with relevant technical working groups, with agency public health colleagues at post and in agency headquarters, and with other agency public health colleagues (Regional and Washington) for purposes of coordinating and optimizing surveillance activities that achieve results specified in the agency strategic objectives. External contacts include senior level decision makers from MOH, universities with public health components, international non-governmental organizations (NGOs) and private sector partners, as well as with the respective staff of partner organizations involved with the implementation of surveillance activities. Contacts are made to exchange ideas, information, and data, to formulate policy, and to develop cooperative efforts and projects related to assuring effective surveillance and survey systems in country. At a one-to-one level, the purpose of contacts is to obtain, clarify or give information of a highly technical nature and to plan and coordinate work efforts or resolve problems associated with collaborative projects.

g. Time Required to Perform Full Range of Duties after Entry into the Position

One year